

# THE FINANCIAL AID AND AWARDS OFFICE

# NEWSLETTER

Volume: *II*

September 12, 1994



Classes are well under way and 1,863 students have received their loan certificates to date. Now that your schedule is finalized and you have received your loan, you are probably wondering how you might be able to earn some money and gain some valuable experience in your field at the same time. For those of you who haven't received any financial aid yet, you may be concerned about the delay and thinking about finding a part-time job. If so, the Financial Aid and Awards Office can help you.

This newsletter is published every two weeks. You may pick up copies from the Financial Aid and Awards Office, from other Student Services Offices and from the Information Desk in the Hall Building. In addition, the text is available on Concordia University's gopher, C-CWIN.

## In this Issue:

- ▶ What happens to your financial aid if you drop a course?
- ▶ What is the Work Study Programme all about?
- ▶ How can you obtain a Short-Term Advance?

## What to Do if You are Concerned About the Delay in Receiving Your Financial Aid

The first thing to keep in mind is that the processing cycles for financial aid are quite long. You will normally receive an answer 10-12 weeks from the time you send your application. We acknowledge this is a long time, however, this delay is **normal**.

### If it's been 12 weeks since you sent in your loan application:

①

If you applied to the Quebec Government's Direction générale de l'aide financière, you can call them at **(514) 864-4505**. This line operates 24 hours per day, 7 days per week. All you need to know is your permanent code (instructions on how to enter your permanent code are available from our Office). You will be advised if your application is on file, if any information is missing from your file or, if your file has been processed, when you can expect to receive your loan/bursary.

If you applied to another province and it has been 10-12 weeks since you applied, contact the Financial Aid and Awards Office and ask us to do an inquiry on your behalf.

②

If you don't understand the information you received from the telephone system, contact the Financial Aid and Awards Office, we might be able to explain it to you or, we can do an inquiry on your behalf. Please keep in mind that it takes our Office a minimum of 7 days to receive a government reply to your inquiry and you will have to contact us for the reply.

## Short-Term Advance Programme

If you are experiencing temporary cash problems, the Financial Aid and Awards Office administers a Short-Term Advance Programme. Short-Term Advances are available interest-free for 45 days to assist you if you are experiencing delays in the **normal** disbursement of your **confirmed** government loans and bursaries. Advances are also available, in limited amounts, to students experiencing financial difficulties but who are not eligible for governmental assistance (you must have written proof of your ability to repay the advance).

There are two types of Short-Term Advances available: Temporary Advances and Emergency Advances:

### Temporary Advances:

- are to be used for recurring expenses
- are available by **appointment only**

### Emergency Advances:

- are for non-recurring expenses which require immediate attention (recurring expenses such as rent, food or utilities are **not** considered for Emergency Advances)
- no appointment required, simply present yourself in our Office with proof to substantiate your claim

The above advances are available to all Concordia University students. For more information, consult the brochure "Short-Term Advances".



## What Happens to Your Financial Aid if You Drop a Course?

Don't forget, you have to be registered full-time in order to receive your government loans and bursaries (see our Newsletter of August 29, 1994). The Financial Aid and Awards Office is obliged to verify your full-time status each time prior to disbursing your assistance to you. **If you are ever in doubt about your full-time status, check with the Financial Aid and Awards Office.**

If you **DNE** your courses (drop courses **with** reimbursement of tuition fees), and do not maintain full-time status for the term, your study term will no longer be considered as a full-time term and no assistance will be granted for that term. If you already received your loan, the money will be considered as your assistance for the Winter term.

If you **DISC** your courses (drop courses **without** reimbursement of tuition fees), your assistance will decrease. In other words, you will receive partial funding for the term. Disbursement of your funding may also be delayed.

### DON'T FORGET!

**There are workshops to assist you in completing your Declaration of Actual Situation (DAS) form:**

**Until September 26 inclusive:**

Mondays: 3 p.m.  
Tuesdays: 11 a.m.  
Fridays: 12 (Noon)  
The workshops last 45 minutes.

**Sign up in room LB-085.**

## The Work Study Programme

Work Study is a Financial Aid programme funded by Concordia University. Work Study provides part-time work opportunities at Concordia University throughout the academic year. The programme is designed to assist full-time students with the costs of education and living when their own resources are found to be insufficient.

You may work either part or all of the summer, fall and winter semesters for a maximum of 15 hours per week. The hourly wage is between \$6 and \$9.

You are eligible to participate in the Work Study Programme if you meet the following criteria:

- 1) You must be a Canadian Citizen, Permanent Resident or an International Student;
- 2) You must be registered as a full-time student for the semester in which the work will be performed (12 credits per semester for undergraduate students and full-time status for graduate students);
- 3) You must demonstrate financial need as determined by a needs test administered through the Financial Aid and Awards Office.

Application forms are available from the Financial Aid and Awards Office. Applications require 48 hours for processing.

Here are some examples of positions still available:

- ☞ Database Clerk - Economics Department
- ☞ Secretarial Assistant - Liberal Arts College
- ☞ Printshop Supervisor - Printmaking and Photography Department
- ☞ Catalogue Clerk - Simone de Beauvoir Inst.
- ☞ Gymnast Acrobat - Theatre Department

Work Study positions are posted in the Financial Aid and Awards Office in room LB-085 of the Library Building as well as in the Dean of Students Office on the Loyola Campus.

## ATTENTION!

### All Out-Of-Province Students Receiving Financial Aid

For those students receiving government loans from provinces other than Quebec, please be advised that your **provincial** loans will be arriving in January, 1995. For students receiving financial aid from the Ontario Student Aid Program (OSAP), the second portion of your Ontario loans will arrive in January, 1995.

**IMPORTANT:** All provincial loans must be negotiated with a bank in the province where they were issued. You can contact your local branch in Montreal to see if they can make arrangements for this.

## Office Hours and Telephone Numbers

The Financial Aid and Awards Office is located at 1400 De Maisonneuve Boulevard West in rooms LB-185 and LB-085.

Office Hours in LB-185:

Monday - Thursday: 9 a.m. - 7 p.m.  
Friday: 9 a.m. - 5 p.m.

Office Hours in LB-085:

Monday - Friday: 9 a.m. - 5 p.m.

Telephone Numbers:

848-3522 (Information line)  
848-3507

**The next issue of the Financial Aid and Awards Office Newsletter will be available as of Monday, September 26, 1994.**